

Employee Development Committee Meeting (EDC)
October 27-28, 1999
National Training Center
Breckenridge Room
Denver, Colorado

MINUTES
(1st Quarter)

The Employee Development Committee (EDC) meeting was called to order by Chairman Ken Stollenwerk at 1:05 p.m. on October 27, 1999. The following members and guests were in attendance:

NAME	TITLE	LOCATION	EDC STATUS
Bob Boulger	Hydro Tech Data Chief	Grand Junction, Colorado	Member
Betsy Daniel	Hydrologist	Denver, Colorado	Permanent Support
Nancy Driver	Supv. Hydrologist	Denver, Colorado	*special guest
Ward Freeman	Assoc. District Chief	Troy, New York	Temporary Support
Cynthia Harris	Training Specialist	Denver, Colorado	Executive Secretary
Dianne Jeffries	Employee Development Program Manager	Denver, Colorado	Member
Norman Schmidt	Staff Assistant	Reston, Virginia	Permanent Support
Samuel Martinez	Computer Specialist	Denver, Colorado	Member
Karen Miller	Administrative Officer	Portland, Oregon	Member
James Nicholas	District Chief	Lansing, Michigan	Member
Linda Rann	Personnel Staffing Specialist	Reston, Virginia	Member
Russel Smith	Chief, National Training Center	Denver, Colorado	Non-Voting Member
Kenneth Stollenwerk	Hydrologist	Denver, Colorado	Member

Dianne Jeffries, Employee Development Program Manager who is now located in the National Training Center was introduced to the committee.

EDC STRATEGIC PLANNING SESSION

IDENTIFY SOURCES OF TRAINING

- >Develop databases of opportunities for Training courses
training - educational opportunities
- >Instances of employee development (track)
- >Research training vendors at local level to enter topic
- >Dialogue with program/discipline offices on their resources to provide training

EVALUATE SUCCESS OF ALL EMPLOYEE DEVELOPMENT ACTIVITIES

- >Follow-up surveys (small pilot scale)
- >Link information back to instructors/course coordinators
- >Include course objectives with descriptions
- >Course announcements include title/objectives with hot link to description monthly e-mail with quarterly schedule
- >Report card from HRMC each June on EDC activities

ESTABLISH EMPLOYEE DEVELOPMENT NEEDS ASSESSMENT

- > Currently in effect

CONSIDER ALTERNATE DELIVERY TECHNIQUES

- >Complete/conduct pilot orientation module III
- >Establish an on-going program for technology enabled learning
- >Identify funding sources
- >Scrub course selection criteria and prioritize; apply toward recommended courses (for pilot)

DISTRICT EMPLOYEE DEVELOPMENT PLAN

- >Committee puts plan together
- >Distribute to training officers and district chiefs
- >Follow-up to ensure use
- >Test on beta group
- >January agenda item

INVOLVE OTHER EMPLOYEES IN EMPLOYEE DEVELOPMENT WORK

- >Invite reps of other divisions to next EDC meeting (recommended by Barb Ryan);
- >Invite/incorporate divisional training representatives into EDC meetings
- >Identify representatives from other divisions and invite to next meeting
- >Each EDC member contact WRD employees prior to each EDC meeting to get follow-up/feedback on employee development needs assessment
- >Develop questionnaire for course coordinators
- >Small focus groups to gather input/feedback on EDNA
- >Focus groups on employee development (by occupational groups/same level - begin with central region)
- >Sponsor USGS training officers workshop

INVOLVE OTHER EMPLOYEES IN EMPLOYEE DEVELOPMENT

- >Contact HRMC for training officers workshop prior to district chiefs meeting

FIND OPPORTUNITIES TO PROMOTE EMPLOYEE DEVELOPMENT

- >District chiefs meeting text/words for Bob Hirsch
- >Employee development program manager attends district chiefs meeting and promotes employee development (district employee development plan / employee development brochure/calendar)

>EDNA paper for item conference

>Central region managers meeting

GET SENIOR STAFF ENDORSEMENT

>EDC presents to HRMC annually at training focus day **OR** as needed

>Bob Hirsch memo announcing EDC/EDNA/endorsement by Regional Hydrologists

>Employee Development Program Manager maintains liaison with program/discipline office chiefs

EVALUATE SUCCESS OF ALL EMPLOYEE DEVELOPMENT

>Incorporate EDC evaluation in annual program review process

FUNDING

>Establish an on-going fund for technology enabled learning projects

ACTION ITEMS FOR THE COMMITTEE

4th quarter minutes were approved to be placed on the NTC web site with attachments;

Recommendation(s) from HRMC on obtaining a bureau representative as well as backfilling the NAWQA Study Chief position currently open on EDC ;

Sub committee established to begin working on the district employee development plan - will report at the January meeting;

NTC will modify training statistics to show trends etc. - will report at the January meeting;

EDC will investigate holding one of the quarterly meetings at the NCTC Shephardstown site;

Sub committee was established to create coordinator questionnaire, enhancing training via course instructors - will report at the January meeting;

A survey will be conducted on district course offerings - on-going, will report at January meeting;

In-house WEB experts will be identified - will report at January meeting;

A survey will be conducted to acquire information on films and audio tapes currently available in survey offices - on going, will report at January meeting;

Comment and prioritize Employee Development Program Managers proposal on criteria for selecting technology enabled courses;

Additional information on Satellite up/down links will be obtained and presented at January meeting;

Information on NTC course accreditation - ACE (American Council of Education) will be obtained and presented at the January meeting;

Continual update on EDNA (progress/help line etc.);)

On-line performance support for NTC instructors/coordinators will be established and reported on at the January meeting;

The next employee development committee meeting will be held at the National Training Center January 2000. Date to be determined. Other divisional training personnel will be invited to the January meeting. The meeting adjourned at 5:00 p.m. Thursday October 28, 1999.